

Military Surface Deployment and Distribution Command (SDDC)

Transportation Financial Management System (TFMS-M)

Desktop Reference Document

Receiving Against a Purchase Order

Version 3.0
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1 Receiving against Purchase Orders

The Requester or the designator for contracts (PR&C's), MIPR's, DD1556's, and utilities purchase orders require receipts. When services or goods have been received, the requestor receives or prepares a DD250 (material inspection and receipt report) for items not covered by contract. The receipt confirms the delivery of goods or that services were performed. The invoice sent to DFAS for payment is matched to the purchase order and its related receipt before payment is made. This three-way match confirms the following:

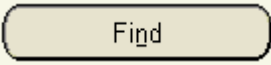
- Quantity billed on the purchase order shipment is less than or equal to Quantity ordered price on the purchase order shipment.
- Invoice price on the purchase order shipment is less than or equal to Purchase order price on the purchase order shipment.
- Quantity billed on the purchase order shipment is less than or equal to Quantity received on the purchase order shipment.

Entering purchase order receipts allows period-end accruals for un invoiced receipts for Expense distributions.

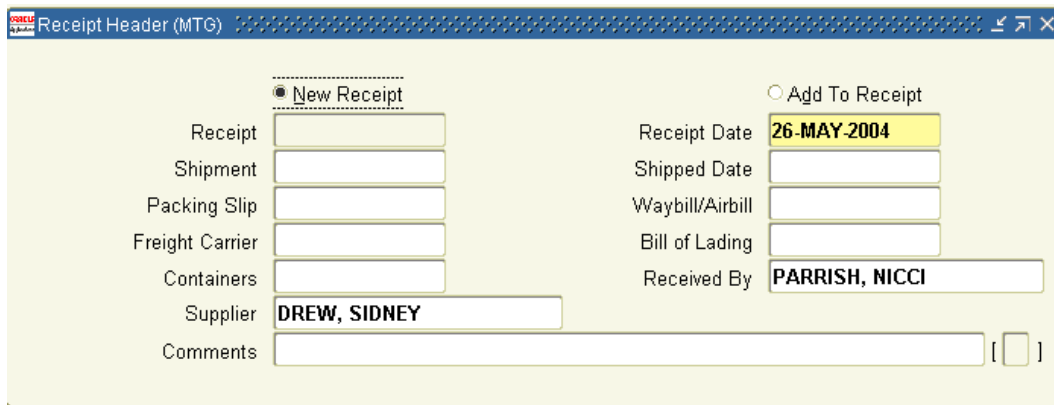
1.1 Find Expected Receipts

Navigate to the **Find Expected Receipts** window by selecting **Receiving > Receipts** from the navigator menu.

- Select  to clear all the fields.

- Leave default to **All** in the **Source Type** field. Currently SDDC only uses Supplier source types.
- Enter purchase order number in the **Purchase Order** field or select from the list of values.
- Click . The **Receipt Header** window appears.

1.2 Receipt Header



- Enter the following information on the **Receipt Header** window:

Receipt Header	Instructions	Comments
New Receipt button	Defaults	
Receipt Date	Defaults to the current date.	This date can be changed if the services or goods were received in the same month. If the services or goods were received in a prior month, accept the current date then adjust the acceptance. See section 3.1.4 Adjust Acceptance Date .
Comments	Enter the invoice or statement number in this field.	

- Close the **Receipt Header** window by clicking on the lower portion of the window to bring up the **Receipts** window.


1.3 Enter Receipts


The screenshot shows the 'Receipts (MTG)' window with the 'Lines' tab selected. The table below lists the receipt lines:

Quantity	UOM	Destination Type	Item	Rev	Description	Location
440	US D	Expense			PER DIEM	HQ, SDDC
835	US D	Expense			PER DIEM/OTHER	HQ, SDDC
835	US D	Expense			PER DIEM/OTHER	HQ, SDDC
995	US D	Expense			PER DIEM/OTHER	HQ, SDDC
995	US D	Expense			PER DIEM/OTHER	HQ, SDDC
700	US D	Expense			PER DIEM/OTHER	HQ, SDDC
551	US D	Expense			PER DIEM/OTHER	HQ, SDDC

Below the table, the 'Order Type' is 'Standard', 'Supplier' is 'DREW, SIDNEY', 'Item Description' is 'PER DIEM', 'Destination' is 'HQ, SDDC OPS CTR-FUSTER, Mr. EDM', 'Header Receiver Note' is empty, 'Shipment Receiver Note' is empty, 'Order' is 'DRE0091TH47547', 'Due Date' is empty, 'Hazard' is empty, 'UN Number' is empty, and 'Routing' is 'Direct Delivery'. At the bottom, there are buttons for 'Lot - Serial', 'Cascade', 'Express', and 'Header'.

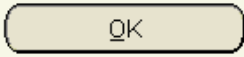

- Place the cursor in the **Quantity** field. The **Enter Transaction Events** window appears.



If there is a  sign between the **UOM** and **Destination Type** fields this indicates that there are multiple lines to review.

- Select the plus icon to display the lines.
- Enter receipt information

The screenshot shows the 'Enter Transaction Events' window. The 'Form Activity' is 'PO Matched Receipts'. The 'Transaction Event' is 'PO Matched Receipts' with a dropdown arrow. The 'Transaction Code' is 'Expenditure-NonGov'. At the bottom, there are 'OK' and 'Cancel' buttons.

- Place the cursor in the **Transaction Event** field and click the list of values icon. The system will automatically populate the **Transaction Event** field to PO Matched Receipts and the **Transaction Code** field to Expenditure-NonGov .
 - **NOTE:** Do not enable the “Do not display this window again” checkbox. If this is done it is necessary to close out of the Receipts form and navigate back to it.
- Select  to proceed to the **New Document** window
- Select the line(s) you want to receive. Purchasing displays the **Quantity** due for the shipment. You can override this value if you are recording a partial receipt.
- **Location** field defaults in from the purchase order. If the location did not default, click the list of values icon to search for the location.
- Select  on the tool bar to complete the receipt. The system assigns a receipt number. The receipt number is displayed on the **Receipt Header** window. Make a note of the receipt number for future reference.

2 Receipt Corrections.

Corrections are used if a wrong amount is entered in a receipt and a user has to go back and correct the amount.

2.1 Find Corrections

Navigate to the **Find Corrections** window by selecting **Receiving > Corrections** from the navigator menu.

Find Corrections (MTG)

Supplier and Internal Customer

Source Type **All** Receipt

Purchase Order Release

Line Shipment

Requisition Line Shipment

Supplier Supplier Site

Current Location

Item Receipt Details Transaction Details Shipments Destination


Item, Rev

Category

Description

Supplier Item

Clear Find

- Enter the receipt number in the **Receipt** field.
- Click  to enter the correction.


2.2 Enter Corrections

Quantity	UOM	Transaction Type	Parent Qty	Item	Rev	Item Description
-50	US D	Deliver	1150			Oracle 11i Training
0	US D	Receive	0			Oracle 11i Training

Receipt: 55605
 Supplier: US ARMY TRANSPORTATION SCHOO
 Description: Oracle 11i Training
 Destination: PARRISH, NICCI-HQ, SDDC--
 Header Receiver Note:
 Shipment Receiver Note:

Order: TNGPAR56784123
 Parent Type: Receive
 Routing: Direct Delivery
 Current Location: HQ, SDDC
 Hazard Class:

Lot - Serial

- You will see 2 lines one has “Deliver” and the receipt quantity next to it is the quantity received to date. The next line has “Receive” and the receipt quantity next to it has a “0” value.
- In the **Quantity** field before the “deliver” enter a positive or negative correction.
- Click  to save the correction.
- Exit the window because the correction does not automatically refresh.
- Reopen the corrections window using the **Find Corrections** window.
- The next line has “Receive” and the receipt quantity next to it will be value that was corrected.

TFMS-M Standard Operating Procedures - Receiving Against a Purchase Order

Receiving Corrections (MTG)

Transactions Details Currency Order Information Outside Services

	Quantity	UOM	Transaction Type	Parent Qty	Item	Rev	Item Description	[]
<input type="checkbox"/>		US D	Deliver	1100			Oracle 11i Training	
<input type="checkbox"/>	-50	US D	Receive	50			Oracle 11i Training	
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Receipt 55605 Order TNGPAR56784123

Supplier US ARMY TRANSPORTATION SCHOO Parent Type Receive

Description Oracle 11i Training Routing Direct Delivery

Destination PARRISH, NICCI-HQ, SDDC-- Current Location HQ, SDDC


Header Receiver Note Hazard Class

Shipment Receiver Note

Lot - Serial

- In the **Quantity** field enter the correction (from the prior step) on the “Receive” line.



- Click  to save the correction

3 Return Receipt

Use the Receiving Returns window to return delivered items to receiving and to return received or delivered items to the supplier if the purchase order has neither been cancelled nor final closed.

3.1 Find Returns

Navigate to the **Find Corrections** window by selecting **Receiving > Returns** from the navigator menu.

Find Returns (MTG)

Supplier and Internal Customer

Source Type **Supplier** Receipt

Purchase Order Release

Line Shipment

Requisition Line Shipment

Supplier Supplier Site

Current Location

Item Date Ranges Transaction Details Shipments Destination


Item, Rev

Category

Description

Supplier Item

Clear Find

- Enter the receipt number in the **Receipt** field.
- Click  to enter the return.



TFMS-M Standard Operating Procedures - Receiving Against a Purchase Order

Quantity	UOM	Return To	Supplier/Customer/Location	RMA Number	Item
50	US D	Supplier	US ARMY TRANSPORTAT		
	US D				

Receipt: 55605
Supplier: US ARMY TRANSPORTATION SCHOO
Description: Oracle 11i Training
Destination: PARRISH, NICCI-HQ, SDDC--
Header Receiver Note:
Shipment Receiver Note:

Order: TNGPAR56784123
Parent Type: Deliver
Routing: Direct Delivery
Current Location: HQ, SDDC
Hazard Class:

Lot - Serial

- Enter return quantity (+ number) in the **Quantity** field.
- Place cursor in the **Return To** field and click  to choose **Supplier** if returning goods to supplier.
- Click  to save the return.

4 Receiving Transactions Summary

Use the Receiving Transactions Summary window to access the receiving header summary and receiving transaction summary windows.

4.1 Find Receiving Transactions

Navigate to the **Receipt Transaction Summary** window by selecting **Receiving > Receiving Transaction Summary** from the navigator menu

Find Receiving Transactions (MTG)

Supplier and Internal Customer

Source Type All

Purchase Order

Line

Requisition

Supplier

Receiving Location

Receipt

Release

Shipment

Shipment

Supplier Site

Clear Find

Item Receipt Details Transaction Details Shipments Destination

Item, Rev

Category


Description

Supplier Item

Results

Headers

Transactions

- Enter the receipt number in the **Receipt** field.
- Click  to view the receipt header summary.

TFMS-M Standard Operating Procedures - Receiving Against a Purchase Order

Receipt	Date	Supplier	Supplier Site	Shipment Number	Ship Date
55605	01-JUN-2004 09:23	US ARMY TRANSPORT	01		

Transactions

- Click **Transactions** to view the receipt transactions summary.

Transaction Type	Quantity	UOM	Date	Item	Rev	Destination	Receipt	Source
Receive	1150	US D	01-JUN			Receiving	55605	Supplier
Deliver	1150	US D	01-JUN			Expense	55605	Supplier
Correct	.50	US D	01-JUN			Expense	55605	Supplier
Return to Receiving	50	US D	01-JUN			Expense	55605	Supplier
Return to Supplier	50	US D	01-JUN			Receiving	55605	Supplier

Order Type: Purchase Order Order: TNGPAR56784123
Source: US ARMY TRANSPORT Transaction Date: 01-JUN-2004
Item Description: Oracle 11i Training Hazard:
Destination: PARRISH, NICCI-HQ, SDDC-- UN Number:
Header Receiver Note:
Shipment Receiver Note:
Routing: Direct Delivery

Header

5 Adjust Acceptance Date

Navigate to the **Find Prior Receipts** window by selecting **Receiving > Adjust Acceptance > Prior Period Receipts** from the navigator menu.

Find Prior Receipts

Find

Find

Receipt Number

...

P O Number

Release

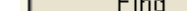
Line

Shipment


Supplier

Clear

Find

- Enter the receipt number in the **Receipt Number** field or select the list of values icon to search for the receipt number.
- Select  to go to the **Prior Period Receipts** window.

[illegible]

- Enter the actual date received in the **Actual Date** field.
- Select  on the tool bar to complete the receipt.